

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

Museum Outreach Coordinator

(EL PASO CONTRACT POSITION)

Scope of Duties: Coordination of education outreach programs, which include but are not limited to the following:

Oversees Neighborhood Kids, a multiple-visit outreach program to elementary schools in the immediate area of Museum and the High School Outreach Program. Conceives and writes curriculum and activities for the Neighborhood Kids Program, High School Outreach and or highlighted exhibitions. Programs teacher workshops, In-services and Educator Evening, a biannual teacher program, oversees Texas Continuing Professional Education (CPE) credit distribution to participants. Recruits, interviews, hires, orients, supervises and assesses all teachers/volunteers for Neighborhood Kids Program and teacher workshops. Coordinates registration for all teacher workshops, including Educator Evening. Designs and produces biannual Teacher Newsletter for distribution in Region 19. Oversees Teacher Resource Center, lending library of are-related classroom resources. Actively promotes programs/workshops through print, radio and television. Monitors program supply inventory and orders supplies when needed.

Other Duties

Works with Museum's education department on all programs, including those for teacher, docents and special events. Establishes and maintains effective working relationships while representing the El Paso Museum of Art with educators, education administrators, volunteers, artists, media, Museum members and general public. Attends Museum events, including docent trainings, exhibition openings, and lectures.

Knowledge, Skills and Abilities

- Strong skills in writing classroom curriculum, Museum protocol, operations, art history and art education
- Computer skills in the use of advanced word processing and graphic design software including Word, Excel, and Adobe Photoshop and PageMaker

Other Job Characteristics

- Occasionally lift and carry objects up to 20 pounds
- Occasionally work weekends, evenings, and holidays

Minimum Qualifications

Training and Experience: An accredited Bachelor's Degree in Art Education, Museum Education, Art History, or Education, and one year of experience in planning, implementing , and promoting museum or visual art related programs.

Licenses and Certifications: Valid Texas Class "C" Driver's License or equivalent from another state.